

# Finance Manager

## Ronald McDonald House Charities

### Candidate Information Pack



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# Eden-Olive's Story

**Your support helps us to keep families near to their child in a hospital far from home, by providing free 'home away from home' accommodation minutes away from their child's bedside.**

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After various tests, it was apparent that Eden had contracted a rare condition (1 in 4,500) called Oesophageal Atresia, a condition that couldn't be confirmed until after her birth.

On 12 September, Michelle was taken in for an emergency C-Section. Eden-Olive was born five weeks prematurely, weighing only 3lb 8oz. Doctors began testing the newborn immediately and confirmed she was suffering with Oesophageal Atresia and Tracheoesophageal Fistula, a diagnosis that meant her oesophagus and stomach weren't connected. Consequently, being fed would cause her to choke and turn blue, needing resuscitation.

Shortly after Eden was born, Michelle and Wes received news that no family want to hear – that their newborn daughter would require life-saving surgery.



Unfortunately, news had not been much better during Michelle's pregnancy. During her 20-week scan, doctors had concerns about Eden's heart and liver and a few weeks later they discovered Eden had contracted a rare condition called Absent Ductus Venosus, which meant that the blood supply was bypassing the liver and heading straight for Eden's heart.

At only two days old, Michelle and Wes watched their baby girl head into life-saving surgery. Eden fought her way through the surgery. Afterwards, she was indefinitely hospitalised and began the long journey of recuperation.

Both Michelle and Wes were so grateful for the comfort and support the Ronald McDonald House Cardiff provided during the most difficult and troubling first ten months of Eden's life. For them, it became like a second home, with supportive and sensitive staff who were always aware of their situation. Being able to live so close to Eden meant that they could focus on her health and not worry about how they would get to the hospital, what hotel they would stay in or how much it would cost.

Michelle and Wes found ease in being able to speak to the other parents going through similar experiences and taking part in activities run by staff to make life normal and fun in the House. They especially enjoyed the Parents' Pamper Evening. The House spirit and atmosphere brought the family closer together and having a family room meant that Eden's nine-year-old brother, Jesse, could come and visit her!

Despite the complications during her recovery, we are pleased to say that after 318 nights in our Cardiff House, Wes, Michelle and ten month old Eden-Olive left us to begin their family life back in Barry, Wales. They have left the House with friends for life, a stronger family bond and just in time to celebrate Eden's first birthday!

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# Message from Jon Haward, Executive Director, Ronald McDonald House Charities UK

Hello,

Thank you for your interest in our Finance Manager role with Ronald McDonald House Charities UK (RMHC UK). Keeping Families Close is at the heart of everything we do at RMHC UK; we build and run Houses that provide a 'home away from home' for families who have a sick child in hospital.

We recognise the importance of having a strong and robust Finance team to support the Charity. Over recent years the Finance function has developed and grown its influence and subsequently the demands on the team have also amplified. With the addition of our twelfth UK House opening at Edinburgh Children's hospital this year we are looking to take on this new Finance Manager role.

This is a National role and the successful candidate will be required to attend our Houses. The role is diverse with a wide-range of tasks and responsibilities; the primary responsibility will be to ensure the highest levels of finance support to our internal staff, and managing the finance team to be as effective and efficient as possible.

Working with the Director of Finance & Technology, you will strive to create a finance literate organisation, with robust financial controls. The latter part of the year will see the new finance system being implemented across the Charity. This role will be key to the transition and delivering the ongoing training. This is an exciting time of growth in the Charity.

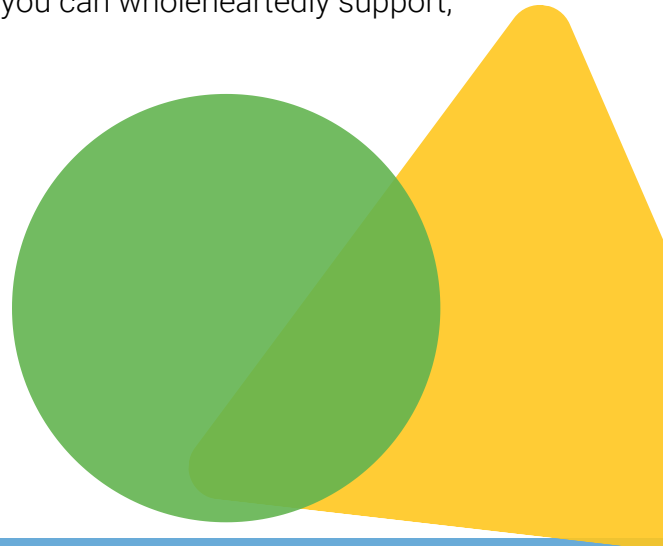
The Job Description and Person Specification will tell you about the role itself and detail the kind of person we are looking for. Our web site ([www.rmhc.org.uk](http://www.rmhc.org.uk)) will tell you more about the great work we do and the difference we make to the lives of families with sick children.

If this opportunity excites you and RMHC is something you can wholeheartedly support, then we very much look forward to hearing from you.

Yours sincerely,



Jon Haward  
Executive Director  
Ronald McDonald House Charities UK



# RMHC UK: Who are we?

## Our History

Ronald McDonald House Charities was born out of the unlikely partnership of Dr Audrey Evans, an oncologist at the Children's Hospital of Philadelphia, McDonald's and the American Football team, the Philadelphia Eagles.

A player for the Philadelphia Eagles had a daughter suffering from leukaemia, which prompted the team to raise in excess of \$100,000 dollars to support the hospital. Dr Evans and her team were extremely grateful and shared her need for another \$32,000 to fund the build of a house where families of the children in the hospital could get proper rest, away from the ward.

McDonald's were using the Eagles players as part of an advertising campaign and offered to donate the proceeds from sales of their 'shamrock shake' to help build the House. They asked that the House be known as the Ronald McDonald House, and on 15 October 1974, the first Ronald McDonald House opened its doors in Philadelphia, USA. From this date, Ronald McDonald House Charities has spread across the world, forming new and independent branches in over 50 regions and countries.

In the UK, Ronald McDonald House Charities was established as an independent charity in 1989. Our Houses not only provide families with accommodation, but with a space where they can rest, cook and take time out from the hospital, so they can continue to stay strong for their child. Children that require specialist medical care often have to travel long distances to receive treatment. Our Houses are located next to specialist children's hospitals, and we have 12 Ronald McDonald Houses in the UK.

 <b>Camberwell</b> King's College Hospital London	 <b>Tooting</b> St George's Hospital London	 <b>Moorfields</b> Moorfields Eye Hospital	 <b>Oxford</b> Oxford Children's Hospital
 <b>Arrowe Park</b> Arrowe Park Hospital	 <b>Cardiff</b> Noah's Ark Children's Hospital	 <b>Birmingham</b> Birmingham Children's Hospital	 <b>Brighton</b> Royal Alexandra Children's Hospital and Trevor Mann Baby Unit, Brighton
 <b>Manchester</b> Royal Manchester Children's Hospital and St Mary's Neonatal Unit	 <b>Southampton</b> Southampton Royal Children's Hospital and Princess Anne Hospital	 <b>Evelina London</b> Evelina London Children's Hospital	 <b>Edinburgh</b> Royal Hospital for Children and Young People





# RMHC UK: Who are we?

We help families stay close to their children in hospital by providing free accommodation in our homely and welcoming Ronald McDonald Houses.

In an average year, we support over 6,000 families, providing a safe and supportive environment right by the children's hospital. We save families more than £1,800 in out of pocket accommodation expenses.

The best medical care for children isn't always close to home. Families often find themselves travelling long distances to get to their child's hospital. In 2020, on average families lived more than 70 miles from the hospital their child was in.

A Ronald McDonald House is more than just a place to stay. We run free activities and events to entertain siblings and bring families together. We are there for them during difficult times and we are there to celebrate important milestones.

We believe that families together are stronger. And getting adequate sleep, food and time away from the ward, allows parents to fully participate in their child's medical journey. Families can stay for as long as their child is in hospital.

## McDonald's

One of our founding organisations, McDonald's has supported the Charity in the UK since the very beginning, in 1989. They display collection boxes in restaurants, hold fundraising days and do so much more.



# Job Description and Person Specification



Ronald McDonald  
House Charities™  
United Kingdom

<b>Job Title:</b>	Finance Manager
<b>Reports to:</b>	Director of Finance and Technology
<b>Location:</b>	Flexible working between home and London offices
<b>Contract:</b>	Permanent. Full-time hours are 35 per week.
<b>Salary:</b>	£45k + £3k London weighting allowance

## Role Purpose:

The Finance Manager role will be the main finance contact within the organisation. You will be an experience finance professional willing and able to be hands on with a good eye for detail. You will be used to balancing numerous demands and deadlines to ensure and be committed to ensuring the finance function works effectively across the Charity.

It is imperative that you can work strategically and collaboratively with your colleagues across all areas of the charity. You will need to be comfortable working in an ambitious organisation with high standards that is growing and evolving to meet future. This includes the implementation of a new Finance system we are currently undertaking which will be followed by a new CRM system. We are looking for an individual willing to embrace these changes, and help embed and normalise the new financial controls and processes that will be necessary.

## Key Responsibilities:

- Support with the reporting needs of the Charity, including but not limited to, monthly management accounts (P&L, Balance Sheet and Cash flow), balance sheet reconciliations, payroll etc.
- Lead on the audit process in line with SORP requirements and the preparation of the statutory accounts
- ·Lead the year-end financial process with the support of the finance team
- ·Support the production of annual budgets and the revised forecasts as well as producing quarterly forecasts
- ·Work with the Grants and Trusts team to undertake financial due diligence on grant applications
- ·Stakeholder management, relationship builder and collaborator
- ·Able to translate complex financial data and communicate clearly to a range of audiences.

## Person Specification



**Ronald McDonald  
House Charities™**  
United Kingdom

### Knowledge and Experience:

- Experience of working in the third sector, ideally with a Charity background
- Experience of managing a team
- Experience of working within a multi-site organisation
- Desirable – experience of supporting a system implementation project

### Skills and Abilities:

- Experience of developing and managing finance systems and of implementing financial policies, processes and controls
- Strong excel skills (e.g. pivot tables, vlookups, etc)
- Self-motivated, with the ability to work with a high degree of autonomy
- Highly organised and able to work under pressure to meet conflicting priorities
- Great interpersonal, communication and presentation skills
- Confident with the desire to work in a dynamic environment.

### Qualifications:

- Part-qualified /qualified accountant (ACA, ACCA, CIMA or equivalent)

### Things We All Do:

- Respect diversity and work diplomatically with a variety of different audiences
- Show cultural and interpersonal sensitivity, working well with each other
- Promote the Vision, Mission and core values of Ronald McDonald House Charities UK
- Attend and assist at Ronald McDonald House Charities UK events and activities

# Summary of Benefits Package



We are able to offer the successful applicant a highly competitive salary and benefits package.

<b>Pay</b>	£45k + £3k London weighting allowance
<b>Hours of Work</b>	35 hours per week
<b>Holiday</b>	28 days (Plus Bank Holidays) increasing by two days after three years' service.
<b>Employee Discount Scheme</b>	You will have access to a discount through Rewards Gateway; this includes discounts on some menu items from McDonald's Restaurants Limited and discounts from a wide variety of High Street and online retailers.
<b>Service Awards</b>	To celebrate major service anniversaries, we give all staff vouchers which can be used at a number of High Street and online retailers.
<b>Private Healthcare</b>	We give all staff, their spouse or civil partner and any dependent children up to the age of 25 free membership of a private medical care scheme.
<b>Pension Scheme</b>	RMHC UK offers a Stakeholder Pension Plan to all salaried employees. This pension plan includes a minimum of cover of 1x annual salary life assurance.
<b>Training and Development</b>	We aim to create a learning environment that enables all our employees to be proficient in their job and to feel that they make a valuable contribution to the Charity's overall achievement. You will be able to request time to train or to undertake accredited programmes leading to a qualification, or, for unaccredited training, request assistance to help you develop skills related to your job.



# How To Apply

**Closing date: Friday 11th June 2021**

**Applications should be sent to:**

RMHC.Recruitment@uk.mcd.com

The closing date for applications is midnight on Friday 11 June.

**Please enclose:**

- A full CV
- A cover letter

All applications will be considered upon receipt. Candidates will be informed if they have been shortlisted for a first-stage interview to be held the week commencing 14 June.

Interviews will be conducted virtually by Isabel Dart, Director of Finance and Technology and Neema Jagatia, Management Accountant.

Second round of interviews will be held in person in London the week commencing 28 June.